

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR V -
Planning and Research

SALARY GROUP: B21

DEPARTMENT: Manufacturing and Logistics Division - Programs

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bobby Lumpkin DATE: 09/16/2016

POSITION #: 024618

I. JOB SUMMARY

Performs highly complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; coordinating program activities; and planning, assigning, and supervising the work of others. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in the development of division goals, objectives, and performance indicators for strategic plans; coordinates the annual review; oversees the management of division policy and procedure manuals; prepares administrative reports, affidavits, studies, and specialized research projects; and ensures compliance with state and federal statutes, policies, procedures, and various standards.
- B. Develops, reviews, edits, and oversees the preparation of Manufacturing and Logistics publications, presentations, newsletters, brochures, operation manuals, reports, and other documents and materials to include updating information on internet and intranet; and oversees photography and video productions.
- C. Reviews and analyzes legislative bills for potential division impact and prepares responses; researches and compiles legislative support information; and develops, coordinates, tracks, and provides status reports for legislative implementation plans.
- D. Researches, responds, and tracks litigation pertaining to the division; prepares and submits legal requests to agency general counsel for review; develops and maintains the division Emergency Preparedness Disaster Response Plan; and coordinates and responds to open records requests and various surveys.
- E. Oversees the development, review, and maintenance of Division Level Operational Review checklists; develops, compiles, reviews, tracks, and updates audit action plans; and coordinates with departments to ensure compliance with the requirements of the American Correctional Association (ACA).

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- F. Provides technical assistance to plan, implement, and monitor effect programs and services; and provides liaison with agency departments, management, staff, and auditing entities.
- G. Plans, assigns, and supervises the work of others; and oversees the preparation of staff development and training curriculum.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, English, Journalism, or a related field preferred. Each year of experience as described below in excess of the required eight years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
- 2. Eight years full-time, wage-earning program administration or technical, report, research, or policy and procedure writing experience to include at least five years technical, report, research, or policy and procedure writing experience.
- 3. Four years full-time, wage-earning experience in the supervision of employees.
- 4. Five years full-time, wage-earning experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
- 5. Web page content writer experience preferred.

B. Knowledge and Skills

- 1. Knowledge of technical writing methods and procedures.
- 2. Knowledge of the principles and practices of public administration and management.
- 3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
- 4. Knowledge of business terminology, spelling, punctuation, and grammar.

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5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to develop effective responses to correspondence, surveys, and questionnaires and develop procedure manuals and other information.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in administrative problem-solving techniques.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill to prepare and maintain complex records and files in an automated system.
13. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
14. Skill in technical writing and development of information publications.
15. Skill to plan, assign, and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, dolly, telephone, and automobile.